

A. Background

25X9A2 1. The present Headquarters Building was planned for 25X9  
[redacted] employees who were to be transferred from [redacted] separate, 25X9  
dispersed buildings, totaling [redacted], into one  
building. The justification was based upon the desire to  
eliminate inefficiency, insecurity, and waste.

2. The original Agency estimate of \$55,000,000 was  
cut back during discussions with the Public Building  
Services and others to \$50,000,000 which was submitted  
to Congress on 20 April 1955 and included a \$6,000,000  
site purchase item. (A requested authorization in 1951  
for \$38,000,000 to build a single Agency building on the  
Nevius Tract, was not acted upon.) On 15 July 1955  
Congress authorized an expenditure of \$46,000,000 for the  
Agency building and \$8,500,000 for the extension of the  
George Washington Parkway.

25X9 3. Cost escalation in material, labor, and related  
fees forced a reduction in the gross footage of the build-  
ing. Items which would have increased employee comfort  
had to be eliminated. During the years between initial  
planning and occupancy of the building, the Agency was  
given added responsibilities and shifts in requirements,  
which caused shifts in organization and manpower expansion.  
Thus, it was never possible to consolidate all of our  
employees from the [redacted] buildings into a single building,  
at the time construction was completed.

4. In 1966 a committee headed by [redacted] 25X1A9A  
conducted a review of special purpose activities and re-  
quirements of the Agency. This effort resulted in the  
briefing of various senior Agency officials on the fea-  
sibility of constructing a "special purpose" building on  
the Headquarters site. It was the intention that if this  
were accomplished it might then be possible to return dis-  
persed personnel and their special assets to the Head-  
quarters area.

25X1A9A 5. In October 1968 the Domestic Real Estate Task  
Force, chaired by [redacted] submitted its findings  
and recommendations as to Agency action which should be  
taken to improve the efficiency of our space management.

25X1A9A 6. In January 1969 the Report on Agency Space Utili-  
zation in the Metropolitan Washington Area was submitted  
by [redacted] of the Office of Logistics.  
This report resulted in the monthly Computer Run on Agency  
Metropolitan Space (CRAMS).

7. The above efforts plus many of lesser note are clear evidence of the Agency's continuous and mounting concern over the inefficiency, insecurity, and waste which goes on in spite of the "new" building occupied eight years ago.

- B. Factors posing the need for vision and creative planning in solving management challenges of the future involving people, space, and equipment.

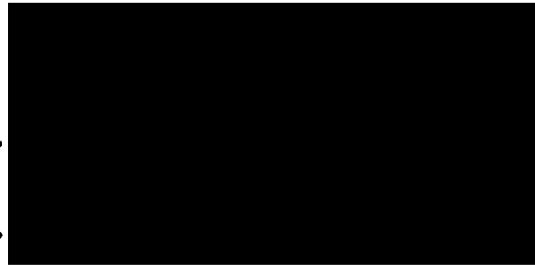
(31 Oct 1954) (5 Nov 1969)

1. Persistent Growth

a. employees

b. space - sq. ft.  
net

sq. ft.  
gross



25X9A2

25X1X3

3. The impact of future predictable but specifically unknown reorganizations within the Agency.

4. The potentials for greater effectiveness in Agency operations with the advent of new and improved equipment, communications systems, security techniques, illustrative devices, etc.

5. The possibility for attaining vastly improved security and efficiency in the fulfillment of Agency responsibilities.

1. The establishment of a Building Planning Staff was recommended repeatedly over the past few years by the Office of Logistics. Funds for a Building Planning Staff were included in its two most recent budget presentations.

2. Lawrence K. White, Executive Director-Comptroller, in his approval of the Domestic Real Estate Task Force Report, of October 1968, agreed to the establishment of the BPS.

3. The BPS was established in April 1969 by Robert L. Bannerman, Deputy Director for Support, and the Deputy Directors and heads of the independent offices were so notified by his memorandum on 2 April 1969.

4. Two men of the Office of Logistics were assigned at that time to review the files of the former Building Planning Staff and to write the history of the planning for and construction of the Headquarters Building.

5. During the first week of April the Agency became aware of gestures being made by DIA toward possibly locating on the Bureau of Public Roads property. When this information was brought to the attention of Richard Helms, Director of Central Intelligence, he gave his full support to the desire expressed by the DDS to reserve this property for CIA. The Director then urged that we proceed with more definite planning.

6. Thomas Karamessines, Deputy Director for Plans, agreed to release [REDACTED] from his staff to head an Agency-wide building planning program which would anticipate at least ten years ahead the personnel, space, and equipment needs of the Agency and plan for the construction of the facilities required to meet these needs.

7. The Office of Logistics, with some assistance from other components of the Support Directorate, has absorbed this new responsibility. No new positions or additional ceiling slots have been authorized for this activity. The following were provided by August 1969, in addition to the Chief, BPS:

Three officers	OL
One secretary	OL
Space	OL
One officer	OC
One officer	OS
Part-time assistance	OGC
Part-time assistance	PPB

When the architect reports for duty the Building Planning Staff will be complete.

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D. Status of the Building Planning Program

1. Files of the previous BPS have been reviewed, and folders containing records and references meaningful to the present BPS activities have been temporarily retrieved from the document center.
2. Research is continuous in government, industrial, commercial, and professional reports, periodicals and books for the latest in materials, equipment, and techniques.
3. Subject files have been set up for the compilation of acquired information in the many fields to which the BPS must give its attention.
4. General and specific responsibilities have been given each member of the BPS thus directing the flow of information acquired from any source across the responsible desk before it is placed in the subject file.
5. Meetings have been held with each Deputy Director informing him of the status of the BPS activities, the tentative phasing of the program, the type of assistance required in the months ahead from his directorate, and the procedures and methods of operation of the BPS.
6. Heads of all major components within the directorate are receiving similar briefings. This planned effort is 90 percent complete.
7. Each Deputy Director has named a Building Planning Coordinator (BPC) for his directorate, and the Executive Director-Comptroller has designated a coordinator for the O/DCI and the Independent Offices. The initial meeting has been held with these BPCs. They, in turn, are in the process of obtaining a designation, from each major component, of a Building Planning Assistant (BPA). Each BPA will provide opinions, ideas, and supporting details from his component as required in the planning program.
8. The need for accurate basic information was recognized. Up-to-date information is being assembled through aerial photographs, contour mapping, plats for the various utilities, roads and walks, and conformation of boundaries.
9. Communication equipment and systems information is being assembled for processing voice, data, graphics, and narrative messages. This includes work with the OC research officers and keeping abreast of "drawing board" plans as well as existing and future contract type projects.

10. Past records are being made current on the residence locations and movements to and from work to prepare for necessary road adjustments on the Langley site and type and location of an additional entrance(s). Traffic patterns, of both amount and direction, are being developed. The possible effect on public transportation and use of the metro are being examined.

11. The BPS studies are underway on the cafeterias and other eating arrangements both at Headquarters and in the outlying metropolitan area buildings. We are considering problems of service, layouts, use and capacity, and looking into overall adjustments which would provide the most satisfactory dispensing of food to our employees. Additional facilities will be required.

12. The latest in scientific and engineering know-how on air handling, heat, light, and the maintenance of "clean air" is being acquired for analysis and consideration in planning our new office and special purpose space.

13. The latest developments in security techniques and devices have been assembled, and theories of application are being examined. This includes such diverse subjects as structural concepts and emanation security. (In this work we are receiving extremely valuable information from the members of the Headquarters Security Committee and its reports.)

14. In considering the size of the Agency and its present structure, numerous possible building arrangements have been schematically worked out to test some of our early hypothesis. This system will be expanded.

15. A major emphasis of the BPS has been the development of cost figures which relate to potential savings following consolidation. The BPS is gathering statistics and examining possible savings in tangible areas such as guard force, TWX service and telephone transfer frame, building services, rentals, and loss of time. It is also concerned with the intangible savings such as more efficient management, improved supervision, increased employee comfort, and an enhanced productive effort.

16. Planning has advanced to the point where it is known that if no BPR land is available for Agency use, our present site could absorb the projected consolidation. Conditions would be cramped and construction, particularly parking, would be more costly.

E. Policies, decisions, and actions needed by the Building Planning Staff


1. A decision must be made on the availability of part(s) of the Bureau of Public Roads property, including the ultimate assignment of the Scattergood-Thorne property to the Agency.
2. Federal regulatory controls as well as artistic appeal will have a conforming effect upon the types and heights of structures to be located on the site.
3. A statement of "image" must be developed of each component, with concurrence at the directorate level, projecting what the component will require ten years from now to meet its responsibilities at that time. (This will require a reaffirmation of the then existence of its responsibilities the need for the component or similar office.) The projection will be in manpower both kind and number, equipment, systems, and space.
4. A decision is desired on whether the Agency in part or entirely could and would operate on a shift basis. This does not mean an expansion of the staggered half-hour adjustment in arrival and departure time but at least a double eight hour shift in offices where applicable. A shift schedule would have a major effect on office space and parking.
5. Actual, projected, or anticipated changes in the responsibilities of the Agency, including shifts which might be planned by the National Intelligence Programs Evaluation Staff, can have a drastic effect upon plans for new facilities and should be brought to the attention of the BPS at the earliest opportunity.
6. New programs or planned reorganizations of assets to accomplish present programs should be brought to the attention of the BPS.
7. The apparent need for efficient cluster arrangements must be fully considered. This will permit placing in adjacent space similar operations such as scientific laboratories or data processing activities or printing and other reproduction operations. In some cases this might separate an element from its responsible office.
8. An alternative to 7 above would be a major Agency reorganization which would relate, in a command sense, many of our data processing, technical, and specialized research activities.

9. Any policy decision on overall reduction of Agency strength on a scheduled basis over the next ten years, if decided upon now, could make the building planning program more realistic or possibly even unnecessary.

10. A policy must be reached governing the inclusion or not of expanded recreational facilities to include jogging track, swimming pool, gymnasium space.

11. From a loss-of-time reality as well as security considerations, a decision must be made again on the inclusion or not of limited outside services for the employee such as women's hairdresser, wearing apparel shops, post office, and a small drug store.

12. The initial BPS planning is laying a foundation upon which to base later adjustments in a realistic manner. Planning at the present time applies the premise that all overt staff activities in the Metropolitan Washington Area will be consolidated on the Headquarters site. If a de-

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(d) a related small medical facility would be maintained in the Rosslyn area or Washington proper, it would have a marked effect on space requirements and general planning.

13. A release from the present constraining instructions not to discuss the building planning program outside of the Agency is desired. This action would permit necessary discussions with GSI and GSA officials and allow for contracting to have test boring made where buildings and related construction are likely to be located.